

SECRET

18 DEC 1980

OS REGISTRY  
FILE *Report 5*

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Director of Security

SUBJECT: Office of Security Significant Activities  
Week of 11 December 1980 (U)

REFERENCE: DDA Administrative Instruction No. 74-5

1. This memorandum is for information only. (U)

2. The activities of the Office of Security during the week of 11 - 17 December 1980 were highlighted by the following items:

a. The DCI and Mrs. Turner will vacation in San Diego and Honolulu from 19 December 1980 to 7 January 1981. [REDACTED] will provide normal security support during the San Diego portion of the DCI's vacation. (S)

b. In support of the transition of the President-Elect and his proposed Secretary of Defense, Mr. Casper Weinberger, [REDACTED]

[REDACTED] respectively, to deliver, on a daily basis, the President's Daily Brief (PDB) to President-Elect Reagan in Los Angeles and the National Intelligence Daily (NID) to Mr. Weinberger in San Francisco. In [REDACTED] in addition to delivering the PDB to President-Elect Reagan, are also accompanying Mr. Richard Kerr, NFAC, who is providing a daily briefing to President-Elect Reagan in connection with the PDB. (S)

WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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d. A member of the Safety Group returned to Headquarters 15 December after completing safety and health inspections in the Near East, Africa and Europe overseas areas. [ ] returned from an extended TDY to Africa and a Technical Security team also returned from Africa where they performed audio countermeasures inspections and installed alarm systems. (C)

e. Representatives of the Security Education Group briefed the Office of Security, Department of Energy, on the Agency's security awareness program. DOE (Germantown) is about to reinstate some dormant security practices which for a time have been banned by the Secretary, DOE. They were interested in methods SEG uses to get across the security message. (U)

f. A member of the Safety Group conducted a survey on 15 and 16 December at the North loading pedestrian entrance at the request of the Office of Logistics. The survey disclosed that employees approaching the entrance from the North parking lot and personally owned vehicles which enter the area to drop off employees are creating a safety hazard. Recommendations will be forwarded to the Office of Logistics to correct this situation. (U)

g. Major renovations of the Ames Building are substantially complete. The cafeteria, which was formerly located on the second floor, has been converted to office space, the majority of which will be utilized for the Office of Personnel Policy, Planning and Management. In the immediate future, the guard at the rear of the Ames Building will be moved from the second to the first floor. All other entrances in the rear of the building will be secured. Tighter control of uncleared applicants who require access to various parts of the Ames Building will be achieved through the use of a special badge which has been designed for this specific purpose. (C)

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